

Lamar University
Educational Technology Leadership Internship

Part 1

Field-based Activities Weekly Report

Instructions: Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

Date:		Total Internship hours at the start of the week:	29.75
Day	Functions		Hrs
Mon	Day's Activities	Scanned for viruses, cleaned virus, updated software, and connected laptops to the cart printer.	4.25
	Communication with Supervisor	Advised Mr. Marshall on my plans to update and get the 4 th and 5 th grade computer cart ready for use.	
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities	Met with Mr.Rodriguez, Mrs. Baggett, and Mrs. Buchanan to explain the operating procedures for using the computer cart. Also, reminded them of how to log into the computers and print from the laptops.	.5
	Communication with Supervisor	None	
Thur	Day's Activities	Assisted Mr. Rodriguez with his class as he used the laptops for his lesson on the continents for his geography class.	1.5
	Communication with Supervisor	none	
Fri	Day's Activities	Assisted Mrs. Baggett with her class as she used the laptops for her science class.	1.5
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			8
Total internship hours to date including this week:			37.5

Part 2

Reflection

Instructions: In submitting your field-based activity log, you are required to reflect on each of your experiences by completing a reflection in your course blog and should contain a minimum of 150 words unless stated otherwise. These reflections will be used to assist you in completing Week 5 of your EDLD 5388 Internship comprehensive exam/final report.

Reflections may consist of statements regarding:

- *the knowledge you gained from the activity,*
- *insights into the patterns of interactions of the participants,*
- *group processes including: who had power, authority, or influence, who was participating and who was not, who was not included, how did you or another leader draw the silent teachers out, was there confrontation, conflict, consensus, agreement, hurt feelings,*
- *notations addressing the affective or feeling tone evident, concerns you noticed,*
- *questions you have that you should research or about which you can seek expert advice from your campus-based supervisor or your professor, and*
- *issues that puzzle you.*